

U.S. Mission Kazakhstan

VACANCY ANNOUNCEMENT NUMBER: 06-16

OPEN TO: ORDINARILY RESIDENTS ONLY

POSITION: Program Assistant (PEPFAR), FSN-7

OPENING DATE: 02/02/2016

CLOSING DATE: 02/17/2016

WORK HOURS: WAE (When Actually Employed)

SALARY: KZT 1,223.00 – per hour (Gross salary)

LENGTH OF EMPLOYMENT: *This is a temporary position for 30 days in a year only from date of hire.*

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Almaty is seeking eligible and qualified applicants for the position of Program Assistant (PEPFAR), in the PEPFAR Office.

BASIC FUNCTION OF POSITION

As a member of the PEPFAR/Central Asia Regional (CAR) team, the PEPFAR Program Assistant will provide program, administrative, and translation/interpretation support to the PEPFAR Central Asia Regional Office, its staff (currently Regional PEPFAR Coordinator and Regional Global Fund Liaison), and the interagency and regional activities that it conducts. Under the direct supervision of the PEPFAR Coordinator, the PEPFAR Program Assistant ensures that his/her performance reflects well on the entire office and further, recognizes the importance of the timely completion of responsibilities to enable all PEPFAR CAR staff to meet the commitments of the office.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** Two to three years of University study is required in social science or field related to international development (public health, HIV/AIDS, medicine, social work, etc.).
- 2. EXPERIENCE:** One year of experience in office administration and two years of experience providing support to international development program implementation required.
- 3. LANGUAGE:** Level IV (Fluent) Russian and English. **(*This will be tested.)**

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office - +7 (727) 250-76-12, ext. 6356 or 6505.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Human Resources Office	Almaty HR
Mailing Address:	Samal-2, 97 Zholdasbekov Street, Almaty, Kazakhstan, 050051
FAX Number:	+7 (727) 250-76-36
E-mail Address:	almatyHR@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.